

Development Services **Frequently Asked Questions**

July 2006

Welcome to Development Services

What is Development Services?

Development Services is a service center on the 1st floor of Bellevue City Hall. You can get help with general information and permits needed for development in the city or its utility service area. Whether you are a homeowner visiting for the first time or an experienced professional, city staff are on hand to assist you with your questions and permit needs.

What kind of information can I find there?

In Development Services, you can find:

- Permit history for a parcel of property
- Permit requirements for different types of work
- Permit applications
- Application review timelines
- Submittal requirements for different permits
- Help completing your permit application
- Development review and inspection fees
- Zoning information
- Public Utility locations (water, sewer and storm)
- Code requirements
- Environmental maps and regulations
- Aerial photographs of your property and the surrounding area

In addition, there is a self-help area with computers and development assistance handouts.

Is an appointment necessary?

No appointment is necessary. Customers are served on a first-come, first-served basis.

Can I get information about permit applications that have been submitted?

Questions about an application currently under review or a project under construction should be directed to the reviewers or inspectors assigned to that project. Or, if you have access to the Internet, you can check permit application status at mybuildingpermit.com (see Permit Research).

What staff are available to help me?

Building, clearing, grading, fire, land use, transportation, and utilities staff are routinely available in Development Services to answer questions.

How long must I wait to be helped?

Once you sign in with Service First, the wait is usually no more than 15 minutes, and often much shorter. If you have waited more than 15 minutes, let a Service First coordinator know.

How much time will staff spend with me?

In consideration of others waiting for assistance, conferences with any one staff member are generally limited to 15 minutes.

What hours is Development Services open?

Monday: 8 a.m. – 4 p.m.
Tuesday: 8 a.m. – 4 p.m.
Wednesday: 10 a.m. – 4 p.m.
Thursday: 8 a.m. – 4 p.m.
Friday: 8 a.m. – 4 p.m.

Can I get information by phone or e-mail?

General questions about topics listed below can be directed to appropriate review staff by either phone or e-mail. If you are unsure whom to contact, call Service First, 425-452-6800 (Hearing impaired: dial 711).

Building Plan Review:

Structural, mechanical, electrical, plumbing, building.

Phone: 425-452-4121

E-mail: buildingreview@ci.bellevue.wa.us

Clearing & Grading Review:

Tree cutting, clearing, grading, erosion control, seasonal restrictions.

Phone: 425-452-2019

E-mail: clearandgradereview@ci.bellevue.wa.us

Fire Review:

Fire alarms, fire sprinklers, fire suppression systems, fire truck access.

Phone: 425-452-4122

E-mail: firereview@ci.bellevue.wa.us

Land Use Review:

Zoning, site development, environmental issues, land use controls.

Phone: 425-452-4188

E-mail: landusereview@ci.bellevue.wa.us

Development Services Records:

Be sure to provide as much information as possible and include a permit number or address.

Phone: 425-452-7926

E-mail: dsrecords@ci.bellevue.wa.us

Right-of-Way Use:

Construction of driveways, fences, sidewalks, curb/gutter and landscape walls. Vegetation removal/tree maintenance or street use such as truck loading and unloading, lane closures, or block parties.

Phone: 425-452-4189

E-mail: rightofwayuse@ci.bellevue.wa.us

Transportation Development Review:

Impact fees, transportation mitigation, frontage improvements for new development.

Phone: 425-452-4236

E-mail: transportationdevrev@ci.bellevue.wa.us

Utilities Review:

Water, sewer, storm drainage.

Phone: 425-452-4187

E-mail: utilityreview@ci.bellevue.wa.us

Permit Processing:

Submittal requirements, fees, timelines, permit status.

Phone: 425-452-6800

E-mail: permittech@ci.bellevue.wa.us

This document is intended for informational use only. It cannot be used as a substitute for city codes. For regulations that may apply to your project, contact the appropriate review desk in Development Services (425-452-6800) at Bellevue City Hall. Additional information is available from Permit Processing (425-452-6800 or PermitTech@ci.bellevue.wa.us) or on the city web site at www.bellevuewa.gov. Assistance for the hearing impaired: Dial 711 (telecommunications relay service).
